

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 15				
1 CONTRACT/PURCH ORDER/ AGREEMENT NO N65540-15-D-0006			2 DELIVERY ORDER/ CALL NO 0011		3 DATE OF ORDER/ CALL (YYYYMMDD) 2016 Sep 13		4 REQ / PURCH REQUEST NO 1300598439		5 PRIORITY					
6 ISSUED BY NAVAL SURFACE WARFARE CENTER PHILA (b) (6) 5001 SOUTH BROAD STREET PHILADELPHIA PA 19112			CODE N64498		7 ADMINISTERED BY (if other than 6) DCMA HAMPTON 2000 ENTERPRISE PARKWAY HAMPTON VA 23666			CODE S5111A		8 DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)				
9 CONTRACTOR QED SYSTEMS, INC. NAME LARRY KEITH AND 4646 N WITCHDUCK RD ADDRESS VIRGINIA BEACH VA 23455-6215			CODE 7B572		FACILITY		10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE		11 MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
							12 DISCOUNT TERMS		13 MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15					
14 SHIP TO NAVAL SURFACE WARFARE CENTER PHILA (b) (6) NSWC PHILADELPHIA DIVISION NSLC DETACHMENT 1601 LANGLEY AVE, (b) (6) PHILADELPHIA PA 19112-5051			CODE N64498		15 PAYMENT WILL BE MADE BY DFAS COLUMBUS CENTER, SOUTH ENTITLEMENT O P.O. BOX 182264 COLUMBUS OH 43218-2264			CODE HQ0338		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.				
16 TYPE OF ORDER		DELIVERY/ CALL		<input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract								
		PURCHASE		<input type="checkbox"/>		Reference your quote dated Furnish the following on terms specified herein REF:								
ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME														
NAME OF CONTRACTOR				SIGNATURE				TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:														
17 ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE														
See Schedule														
18 ITEM NO		19 SCHEDULE OF SUPPLIES/ SERVICES				20 QUANTITY ORDERED/ ACCEPTED*		21 UNIT		22 UNIT PRICE		23 AMOUNT		
		SEE SCHEDULE												
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA TEL: (b) (6) EMAIL: (b) (6) BY: John P. Stefano CONTRACTING / ORDERING OFFICER						25 TOTAL \$1,744,744.68		
27a QUANTITY IN COLUMN 20 HAS BEEN												26 DIFFERENCES		
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED														
b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c DATE (YYYYMMDD)		d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						
e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28 SHIP NO		29 DO VOUCHER NO		30 INITIALS				
f TELEPHONE NUMBER			g E-MAIL ADDRESS			<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32 PAID BY		33 AMOUNT VERIFIED CORRECT FOR				
36. I certify this account is correct and proper for payment.						31 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34 CHECK NUMBER				
a DATE (YYYYMMDD)		b SIGNATURE AND TITLE OF CERTIFYING OFFICER								35 BILL OF LADING NO				
37 RECEIVED AT		38 RECEIVED BY		39 DATE RECEIVED (YYYYMMDD)		40 TOTAL CONTAINERS		41 S/R ACCOUNT NO		42 S/R VOUCHER NO				

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	Engineering Services CPFF FOB: Destination				(b) (4)
ESTIMATED COST FIXED FEE					
TOTAL EST COST + FEE					(b) (4)

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA	Funding for CLIN 0002 CPFF Funding Document- N4215816RC60364/AA 10 USC 2410a invoked. Funding available for performance through one year after date of award. FOB: Destination PURCHASE REQUEST NUMBER: 1300598439	1	Lot		(b) (4)
ESTIMATED COST FIXED FEE					
TOTAL EST COST + FEE					(b) (4)
ACRN AA CIN: 130059843900001					

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	Support Costs COST FOB: Destination				(b) (4)

ESTIMATED COST

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004AA	Funding for CLIN 0004 COST Funding Document- N4215816RC60364/AA USC 2410a invoked. Funding available for performance through one year after date of award. FOB: Destination PURCHASE REQUEST NUMBER: 1300598439	1	Lot	10	(b) (4)
	ACRN AA CIN: 130059843900002			ESTIMATED COST	

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005	Technical Data CDRL- Not Separately Priced FOB: Destination FFP	1			(b) (4)
				NET AMT	_____

Section C - Descriptions and Specifications

STATEMENT OF WORK

Section A – General Requirements

1. **General:** This is a touch labor requirement for accomplishment of non-nuclear work on MTS Conversion Submarines: (b) (4) (SSN (b)) and (b) (4) (SSN (b)) located at Norfolk Naval Shipyard (NNSY), Portsmouth, Virginia..

During the period of performance the Contractor (KTR) shall provide qualified personnel (as specified in section 6) in the following trades: (b) (4) Marine Pipefitters-(b) (4) being Asbestos Qualified) and (b) (4) supervisors.

TOTAL ESTIMATED LEVEL OF EFFORT REQUIRED	
TASKS	HOURS
Marine Pipefitters (b) (4)	(b) (4)
Supervisory Pipefitters (b) (4)	
TOTAL MANHOURS	46,382

The Contractor shall support inside shop work associated with the MTS Conversion submarines only and are not to be utilized for other non-nuclear work for or on other vessels. Contractor must be able to work independently in support of assigned jobs and be able to execute work through Task Group Instructions (TGIs).

This is a “non-personal services contract” as defined in FAR 37.101. Therefore, it is understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the Government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, or financial requirements of constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the services specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject the work, comply with such general direction of the authorized Contracting Officer Representative and concurrence with the Contracting Officer as to ensure accomplishment of the contract objectives.

Section B - Descriptions and Specifications

STATEMENT OF WORK**1. SCOPE:**

1.1.Title: Provide Marine Pipefitter Supervisors and Marine Pipefitters Trade Support.

2. REFERENCES:

2.1.N/A

3. Description and Specifications:

The contractor shall comply with NNSY processes, technical work documents, and technical specifications. The Contractor shall provide supervisors and program management to ensure proper execution of the tasks described herein. The Contractor shall be responsible to utilize controls (i.e. - containments and barriers) necessary to prevent damage to ships' equipment during work performance. All quality assurance and engineering support required in the assignment tasking will be provided by NNSY.

4. Government Officials and Duties:

4.1.This contract and all delivery orders issued under the contract will be administered by the Contracting Officer and/ or the chain of authority as described below:

4.2.Contracting Officer (KO). The Contracting Officer is the sole authority to obligate Government funds by issuing delivery orders, authorizing the contractor to begin performance and authorizing other actions required within their contractual authority. The Contracting Officer is responsible for requesting, obtaining and evaluating proposals and has the responsibility for determining fair and reasonable costs for the effort proposed. The Contracting Officer is responsible for Government contract administration with the technical support of the authorized Contracting Officer Representative and NNSY personnel of day-to-day contractual activities. The Contracting Officer also has the legal authority to add, modify or terminate work.

4.3.Contracting Officer Representative (COR). Any Government personnel (e.g. Shipbuilding Specialist, Quality Assurance Specialist, Safety/Environmental Specialist, Industrial Hygienist, Security Officer, etc.) tasked and/or designated by the Contracting Officer in writing to assist and support the Contracting Officer in making technical determinations, performing inspections, performing evaluations and providing recommendations to the Contracting Officer on matters in the COR's area of expertise.

4.4.NNSY Technical Point of Contact (TPOC): Any Code 900R person tasked and/or designated by C900R/COR in writing to assist and support the COR as a liaison to the Contractor and providing recommendations to the COR on matters in the TPOC's area of expertise.

5. Coordination Process

5.1.The Contractor shall assign one lead individual for each delivery order who shall coordinate all aspects of the delivery order with the designated Government representative and vice versa. The Contracting Officer's Representative will keep the program office, contracting officer, and contractor apprised of schedule, technical, material, and financial issues pertaining to the order.

5.2.For the purpose of this task order, the Contractor shall route all communication with other Government organizations, commands and departments via the Contracting Officer; or, if designated by the Contracting Officer, another Government representative. The Contractor's employees shall not visit vessels or military activity associated with a delivery order without prior approval from the Contracting Officer. All visits shall be during normal working hours and coordinated by the Contracting Officer's Representative. If required, the Contracting Officer's Representative shall forward security clearances to the appropriate military installation for Contractor personnel.\

6. REQUIREMENTS:

6.1.PERIOD OF PERFORMANCE: 12 months from date of award.

6.2. CONTRACTOR QUALIFICATIONS:

6.2.1. The KTR shall deliver proof of each employee's qualifications. The proof shall be submitted to the NNSY TPOC through the contracting authority on company letterhead immediately upon award and as required thereafter.

6.2.2. The KTR will only send employees to NNSY whose training records have been accepted by the

NNSY TPOC.

- 6.2.2.1. The NNSY TPOC will review and accept each employee's training records as "complete" before the KTR can send that employee to NNSY.
- 6.2.3. Qualifications and training shall be maintained through the entire period of performance.
- 6.2.4. Qualification records shall contain the individual's name and expiration date for each qualification.
- 6.2.5. Submit copies of all applicable medical certification clearances.
- 6.2.6. All records shall be made available upon TPOC request at any time during this requirements' period of performance.
- 6.3. **Hours of Work:** During the period of ship availability, each contractor employee is anticipated to work 8-hour work shifts totaling a 40-hour week, within the hours allotted to complete the delivery order work. The start of the workday begins at the work location aboard ship based on the work schedule coordinated with the Government. Overtime work beyond the regular 40 hour work week Monday-Friday, including shifts of 10 or 12 hours and work on Saturday/ Sunday (NTE 12 hours per shift), are authorized on each delivery order but is not guaranteed. The overtime work shall be requested by the applicable shop to the TPOC. Shift hours are as follows:

Shifts	Day	Swing
8 hour	7:20 am - 4:00 pm	3:30 pm - 12:00 am
10 hour	5:20 am - 4:00 pm	3:30 pm - 2:00 am
12 hour	6:00 am - 6:30 pm	6:00 pm - 6:30 am

- 6.3.1. The Government reserves the right to modify hours of work/ shifts as required to accomplish project goals.
- 6.3.2. The Contractor shall observe the same holidays, curtailments, and other work shutdowns as the Government.
- 6.3.3. Overtime shall be kept within the Level of Effort as specified in Section A. 2. Total labor usage shall not exceed total man day ceiling as specified in Section A. 2.
- 6.4. All Contractors are required to receive orientation briefing(s) from C900R representative prior to beginning initial work assignment. Additionally, all Contract employees are required to receive SMART/ Block training. C900R will provide/ schedule this training as part of the on-boarding process.
- 6.5. If an employee is to be replaced, the Contractor shall notify the Shop Resource Manager in a timely manner, who shall make official notification to the TPOC. This notice will identify the replacement, provide required certifications for TPOC approval, and obtain badging for the new employee. Orientation briefing(s)/ training will be scheduled by the assigned TPOC. Notifications should be made as soon as practically and normally at least two weeks in advance of planned replacement.
- 6.6. **Gas Free Certification:** NNSY will provide Gas-Free Certification for all confined space entry via Memorandum of Agreement (MOA) with contractor. However, the contractor is fully responsible for the safety of contractor employees and assumes all responsibility for employees.
- 6.7. The Contractor shall provide dedicated on-site supervisors for each delivery order who will:
- 6.7.1 Act as the principle point of contact with authority to obligate the Contractor (Contractor's Agent) for decisions and agreements made. For LOE efforts, a supervisor must work equal hours in the same location as the production crew.
- 6.7. 2. Coordinate submission of all reports as specified in accordance with the terms and conditions required for this delivery order.
- 6.8. The Contractor shall be responsible for their own management and administration of the work required and bears sole responsibility for complying with any and all NNSY processes, technical, schedule, or financial requirements of constraints attendant to the performance of the contract.
- 6.8.1. Work assignments to the Contractor shall be via the designated Government Supervisor to the Contractor Supervisor(s) for dissemination to the Contractor's workforce. The designated Government Supervisor will provide technical work documents in the form of Task Group Instructions (TGIs) or applicable portions thereof to the designated Contractor Supervisor. The Government Supervisor will ensure contractors do not provide any service that is not within a TGI.
- 6.8.2. The Contractor's Supervisor shall review the TGI (Task Group Instruction) prior to execution to

- confirm the Contractor's employees are qualified and can execute the work as specified and provide TGIs back to the designated NNSY Supervisor for final QA review and closure.
- 6.8.3. The contractor is required to make every effort possible to ensure any contractor conflict encountered while executing this task order be resolved within the contractors process (es) and as expeditiously as possible as to not negatively impact NNSY cost or schedule. These could be administrative, security or any other conflicts. Should the need for problem resolution arise, the Contracting Officer and the Contracting Officer Representative shall be notified of such problems and with the support of NNSY personnel for problem resolution (i.e. Critiques, Work Team Investigations, etc.).
- 6.8.4. Government has the right to inspect, accept or reject work performed by the Contractor.
- 6.8.5. Contractor shall comply with directions of the Contracting Officer, and the authorized representative COR as is necessary to ensure accomplishment of the contract objectives.
- 6.8.5.1 "At various times throughout the life of this task order, contractor touch labor personnel at NNSY are required to clean their work stations or work areas and may be required to support NNSY in such efforts as the bi-monthly (every two months) NNSY field day, shipyard safety efforts as required, NNSY emergency weather plans and other planned and/or unplanned events requiring trades personnel to provide effort and support that would normally be considered "housekeeping" both shipboard and on NNSY property."
- 6.8.6. The Contractor shall manage lodging and travel for their personnel.
7. Contractor employee shall have the Knowledge, Skills, and Abilities as listed below:
- 7.1. The Contractor employee shall be capable of installing, repairing or modifying high and low pressure water, steam, gas, oil, air, or other high and low pressure pipes or fittings.
- 7.2. Must possess the knowledge, skills, and abilities to fabricate and assemble various piping systems (P-1 and P-2 as defined in S9074-AR-GIB-010/278) of differing metal which includes: cutting, bending, shaping, alignment, and mounting of piping systems on submarines.
- 7.3. The contractor employee shall have the ability to read, interpret and apply blueprints.
- 7.4. Have knowledge of and ability to follow brazing procedures and how various metals and alloys (such as different kinds of steel, high-strength alloy steels, aluminum, cast iron, nickel, monel, brass, copper, bronze) react to different brazing processes and techniques.
- 7.5. Have knowledge of material control and material identification requirements.
- 7.6. Have the ability to perform shop mathematical calculations involving basic geometry to lay out angles, arcs, and circles.
- 7.7. Capable of inspecting and testing installed piping and associated valves, hardware, and hangers.
- 7.8. Have knowledge of how equipment and systems are installed and operated as well as the ability to plan work, layout and modify or repair new and/or existing valves and piping.
- 7.9. Work from templates, manufacturing and installing parts and assemblies with reference to base lines, centerlines, frame lines and other reference point.
- 7.10. Shall be trained and qualified to the workmanship requirements for piping installation and fit up as prescribed in Welded Joint Design (MIL-STD 22D), Requirements for Fabrication Welding and Inspection, and Casting Inspection and repair for Machinery, Piping and Pressure Vessels (S9074-AR-GIB-010/278) and NSTM chapter 505.
- 7.11. Must possess knowledge of and prove ability to use precision tools and instruments such as micrometers, depth gauges and calipers while performing close tolerance work.
- 7.12. Must also be trained in and have ability to perform flange mechanical joint make-up and torque.
- 7.13. Duties may include lifting and carrying of material weighing up to 50 pounds and work in confined spaces
8. Prior to starting work, NNSY reserves the right to verify KTR employee's abilities as described in Section B, para. 6 and 7 of this Statement of Work. This verification shall be in the form of a practical

demonstration and shall be witness under government observation along with a KTR Representative. KTR employees who do not demonstrate the required abilities as described in Section B, para 6 shall be not be allowed to preform work under this Task Order and shall be immediately replaced by the KTR.

9. All Contractor personnel working at NNSY in support of this contractual agreement shall be citizens of the United States of America and cleared for a NAVSEA Red Security Badge prior to commencing work.
 - 9.1. Shop 38 will provide Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) to the Contractor Supervisor.
 - 9.2. Contractor employees will be briefed by NNSY Supervisors on the requirements for hazardous material and hazardous waste management.
 - 9.3. All hazardous material shall be controlled by NNSY. Hazardous waste generated by the Contractor shall be turned over to a NNSY designated person daily.
 - 9.4. The Contractor shall be responsible to comply with all local, state, and federal laws regarding environmental, hazardous waste, and safety requirements and immediately report any issues.
 - 9.5. The Contractor Supervisor will be notified by NNSY when Government sample results indicate toxic metal (lead, cadmium etc.) work controls are required in accordance with Occupational Safety and Health Administration (OSHA) regulations and standards. The Government, upon request, will provide the LOE Contractor with the Sample Survey Report (SSR). The Contractor shall be ultimately responsible for determining hazards and the appropriate controls for their employees. If no sample results are available, or the Contractor considers them insufficient, the Contractor shall take samples as considered necessary to make determinations for compliance with 29 CFR 1915 requirements.
10. **Timesheets:** The Contractor shall submit daily a completed timesheet listing all contract employees, Job Order Numbers, Key-Ops, SUPDESK time keeping Government Supervisor's name, and hours worked for the period of performance to the NNSY Supervisor. The NNSY Supervisor shall validate the timesheet with a signature. A copy shall be retained by both the NNSY Supervisor and the contractor supervisor throughout the period of performance of this task order. The Contractor shall retain the original documentation to be submitted with invoices for payment.
 - 10.1. All changes to the timesheet shall be corrected by a single line out and will be initialed by the Contractor Supervisor and Government Supervisor.
 - 10.2. The Contractor will deliver a copy of the signed time sheets to the TPOC daily.
 - 10.3. The Contractor shall daily deliver an electronic log that shows each contract employee name, NNSY badge number, Trade Skill, Job Order/Key Op worked, project (vessel) and shop working under, daily straight and overtime, as separate entries, and cumulative total straight and overtime hours worked. On the top of this spreadsheet, the contractor will cite the contract number, task order number, task order funded ceiling, remaining task order funded ceiling, task order period of performance, weekly burn rate, average burn rate to date, and an earned value management Estimate At Completion date. This will be in a Microsoft Excel spreadsheet format delivered to the TPOC and COR.
11. **Specific Tasking:**
 - 11.1. The Contractor supervisors shall:
 - 11.1.1. Provide oversight and supervision to effectively manage the work of this order and ensure proper execution.
 - 11.1.2. Resolve contractor personnel conflicts.
 - 11.1.3. Assist NNSY supervisor in corrections of QA forms and Job Tracking sheets for correctness/completeness.
 - 11.1.4. Prior to assigning work involving hazardous material for the first time, Contractor Supervisors shall ensure employees have been briefed on the Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) requirements for the management and control of hazardous material and hazardous waste.
 - 11.1.5. Maintain total program oversight.
 - 11.1.5.1. The contractor shall work in accordance with this contract, and the written delivery orders issued by the Contracting Officer. Should the contractor be instructed by an individual

other than the Contracting Officer to perform work that it considers a change to this contract or delivery order, the contractor shall not perform such work and shall immediately notify the Contracting Officer and COR in accordance with the notification of changes clause , FAR 52.243-7.

12. Government Support Services:

- 12.1. NNSY will provide forklift services, crane lift, and rigging services.
- 12.2. Technical Work Documents (TWD's)/ TGIs will be issued by NNSY and provided when specific job is assigned.
- 12.3. NNSY will provide all quality assurance and engineering support that may be required in the assigned tasking.
- 12.4. NNSY shall provide calibrated tooling such as torque wrenches, dial calipers, micrometer, gages, etc.
- 12.5. NNSY shall provide consumables not specified as contractor furnished material (see section 12) such as cleaning supplies, waste bags and/or containers, Grease, Oil, Lock-Tite, Alcohol, Permatex, Silicone, Neolube, and Blueing, etc.

13. Contractor Furnished Material (CFM) Tools:

The Contractor shall provide tools which will include but is not limited to:

13.1. Minimal Marine Pipefitter tools for each Contractor:

Hammer, Ball Pien, 16 oz.	Center punch small
Chisel, Cold, Hand 3/4"	Screwdriver, Flat, 8"
Screwdriver, Phillips, 6", #3	Ruler, 6', Folding
Combination wrench 3/8"	Combination wrench 7/16"
Combination wrench 1/2"	Combination wrench 9/16"
Combination wrench 5/8"	Combination wrench 11/16"
Combination wrench 3/4"	Combination wrench 13/16"
Combination wrench 7/8"	Combination wrench 15/16"
Combination wrench 1"	Hacksaw frame 12"
Wrench Adjustable 12"	Wrench Adjustable 8"
Wrench, Pipe 14"	

- 13.2. **Personal Protective Equipment (PPE):** The Contractor shall supply all PPE in accordance with Occupational Safety and Health Administration (OSHA) Standards. The PPE shall include but is not limited to: Steel-toed shoes, safety glasses, hard hats, earplugs and muffs, flashlights, protective clothing (coveralls), fall protection, respiratory protection equipment (half and/or full), and all additional consumables required to maintain PPE.

13.3. The Contractor shall provide secure storage of tools such as tool boxes or Job boxes.

13.4. A location for the boxes will be provided by the TPOC or COR within a ten (10) day advance notice.

14. Injury Reporting: Contractor management shall inform the TPOC and the on-site Government supervisor of any injuries to contractor personnel as soon as Contractor supervision or management becomes aware of the occurrence.

14.1. The Contractor shall cooperate with any safety investigations.

14.2. A written report of all injuries or accidents resulting in medical treatment shall be provided to the TPOC and the C106 USS La Jolla Safety Manager within twenty-four (24) hours of the incident. The report shall contain the name of each injured person, date and time of incident/fire, extent of each personal injury or property damage, contractor/sub-contractor name, Job Order/Work Item Number, type of incident/fire, location of event (ship name and hull number, space, compartment), a brief description of the event including occurrences leading up to the incident/fire, equipment involved, Contract Number, witness and/or individuals involved, short term and long term corrective action, and root cause analysis.

15. Security and Access Requirements:

- 15.1. By federal law, all employees are required to have their employees complete a Department of Homeland security Form I-9 (Employment Eligibility Verification). For access to the Norfolk Naval Shipyard or Naval Station Norfolk, each Contractor employee is REQUIRED to present a copy of their Form I-9 for on-site verification (not retention) at Pass & ID prior to obtaining a badge.
- 15.2. For access to NNSY, each Contractor employee is REQUIRED to present proof of citizenship (i.e. Birth Certificate, Social Security Card, State Driver's License, or equivalent) for on-site verification (not retention) at Pass and ID prior to obtaining a badge. This is a requirement for access into the CIA (Controlled Industrial Area) at NNSY. All Contractor employees requesting access shall be U.S. citizens.
- 15.3. Immediately notify the Security Officer and TPOC for any access problems. Failure to do so will result in a delay at the Contractor's expense.
- 15.4. Lack of a proper I.D. badge will result in denial of access to the Naval Installation, and/or the ship, resulting in a delay at the Contractor's expense.
- 15.5. Badges shall be displayed on the outermost garment above the waist at all times. The only exception would be if the Contractor employee is engaged in work that could cause a safety hazard if the badge were worn while performing the work.
- 15.6. Lost or misplaced badges shall be reported immediately to Security Official and the TPOC.
- 15.7. Security reporting: Contractor Management shall inform the TPOC and the COR of any security violations by Contractor personnel as soon as Contractor Supervision or Management becomes aware of the occurrence. The Contractor shall cooperate with any security investigations.
- 15.8. Contractor personnel shall comply with all current badging and security procedures required for gaining access to any Government site. Access to Naval Installation sites may only be gained by obtaining a badge (either permanent or temporary) from the security office.
- 15.9. It is the Contractor's responsibility to check for and obtain changes and updated information at each installation on a continual basis. Further information can be found at the individual Naval Installation websites.
- 15.10. Commander, Navy Installations Command (CNIC), has established the Navy Commercial Access Control System (NCACS/ RAPID Gate program system) a standardized process for granting unescorted access privileges to vendors, contractors, suppliers, and service providers not otherwise entitled to the issuance of a Common Access Card (CAC) who seek access to, and can provide justification to, enter Navy installations and facilities.
- 15.11. Visiting vendors may obtain daily passes directly from the individual Navy Installation by submitting identification credentials for verification and undergoing a criminal screening/background check. Alternatively, if the vendor so chooses, it may voluntarily elect to obtain long-term credentials through enrollment, registration, background vetting, screening, issuance of credentials, and electronic validation of credentials at the vendor's own cost through a designated independent contractor NCACS service provider. Credentials will be issued every five years and access privileges will be reviewed / renewed on an annual basis. The costs incurred to obtain Navy Installation access of any kind are not reimbursable, and the price(s) paid for obtaining long-term NCACS credentials will not be approved as a direct cost of this contract.
- 15.12. Further information regarding NCACS can be found at:
http://cnic.navy.mil/navycni/groups/public/@hq/@cacpmo/documents/document/cnicp_a230766.pdf
- 15.13. Contractor personnel are authorized to retain temporary badges until the badge expiration date or termination of employment.
- 15.14. Upon badge expiration date, termination of employment, or completion of contract, the Contractor is required to immediately notify Security Official, TPOC and COR and return all badges.
- 15.15. All additional badging or access requirements will be identified on a case-by-case basis for the individual delivery order.
- 15.16. Contractor employees must be U.S. citizens to access NNPI machinery spaces shipboard. Security Clearance information, including confirmation of required red badges, shall be submitted with contractor proposal to the Security Official.
- 15.17. As a contractual requirement, the Contractor shall prepare a Visitor Badge Request List for all personnel required to access Naval Vessels in the CIA. The Visitor Badge Request list shall be restricted to only those employees who have a "need to access" in the execution of the contract

requirements.

15.18. The Contractor shall bear full responsibility for the accuracy of the Visit Request List. With good cause, as determined by the appropriate SECURITY PERSONNEL, access requests may be refused or amended. Updates to the Visit Request List shall be made on an as needed basis.

15.19. The prime contractor shall submit a Visit Badge Request List, with a cover letter on Company Letterhead, to the TPOC and COR. The cover letter shall be a formal request for badging and access during the contract or delivery order period of performance. The letter shall be signed by the Contractor's Facility Security Officer and shall be received by the TPOC and COR no less than Ten (10) working days prior to access being granted. The letter shall include the following information:

- 1 Purpose for access.
- 2 Dates of validity (period of performance.)
- 3 Contract Number and Delivery Number.
- 4 Name of subcontractors to be employed, if applicable.

15.19.1. The Visit Request List shall be organized ALPHABETICALLY BY LAST NAME and contain the following information in column form:

NAME (Last, First, MI) DATE OF BIRTH

PLACE OF BIRTH (City & State) SSN

CITIZENSHIP

COMPANY (Prime Contractor or Sub-contractor)

15.19.2. Badges may be picked up at the NNSY Pass & ID office, and requires Contractor employees to provide identification of citizenship. Valid forms of citizenship are:

Certified Birth Certificate (not a copy)

Un-expired Passport/Passport Card

Enhanced Driver's License

Naturalization Papers

Statement of Birth Born Abroad

15.19.3. If Contractor employees are providing a document with no photo, they shall also be required to present state issued photo identification (e.g. Driver's License or ID card).

15.20. To grant Contractor Vehicle Access to the NNSY CIA, a list of vehicles, a copy of each vehicle registration and a justification for access shall be submitted for processing to NNSY Pass & ID Office.

Contractor is prohibited from operating government vehicles.

15.20.1. Contractors are required to stop at NNSY Pass & ID Office with proof of a valid, current Driver's License, vehicle registration, and proof of insurance, prior to receiving access.

15.21. Contractor owned computers shall have a NNSY Form, AIS Security Survey for Visitor Computer Equipment on site at all times.

15.22. Lap-top Computers and/or cell phones equipped with cameras are STRICTLY PROHIBITED in NNSY CIA areas.

15.23. ALL portable electronic devices are STRICTLY PROHIBITED onboard submarines, (e.g. phones, mp3 devices, computing devices, recording equipment, removable storage media, etc.)

Section E - Inspection and Acceptance

INSPECTION AND ACCEPTANCE TERMS

Supplies/services will be inspected/accepted at:

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
0002	Destination	Government	Destination	Government
0002AA	Destination	Government	Destination	Government
0004	Destination	Government	Destination	Government
0004AA	Destination	Government	Destination	Government
0005	Destination	Government	Destination	Government

Section F - Deliveries or Performance

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC
0002	N/A	N/A	N/A	N/A
0002AA	POP 13-SEP-2016 TO 14-SEP-2017	N/A	NAVAL SURFACE WARFARE CENTER PHILA (b) (6) NSWC PHILADELPHIA DIVISION NSLC DETACHMENT 1601 LANGLEY AVE, (b) (6) PHILADELPHIA PA 19112-5051 (b) (6) FOB: Destination	N64498
0004	N/A	N/A	N/A	N/A
0004AA	POP 13-SEP-2016 TO 14-SEP-2017	N/A	NAVAL SURFACE WARFARE CENTER PHILA (b) (6) NSWC PHILADELPHIA DIVISION NSLC DETACHMENT 1601 LANGLEY AVE, (b) (6) PHILADELPHIA PA 19112-5051 (b) (6) FOB: Destination	N64498
0005	POP 13-SEP-2016 TO 14-SEP-2017	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	N64498

Section G - Contract Administration Data

FUNDING

This delivery order has hereby been awarded and fully funded in the amount of \$1,744,744.68. This funding will cover the period of performance through 14 SEP 2017.

ACCOUNTING AND APPROPRIATION DATA

AA: 1761804 60BA 257 42158 068732 2D C60364

COST CODE: 4215860A11YP

AMOUNT: \$1,744,744.68

CIN 130059843900001: (b) (4)

CIN 130059843900002:

Section J - List of Documents, Exhibits and Other Attachments

CDRLS

The following attachments will be uploaded into EDA

1) CDRLS

- a. A001: Training Records
- b. A002: Personnel Clearances
- c. A003: Financial/ Status Report